

## **4. Report Applications**

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

### **4.1. Key Data Fields**

- **Number of Bedrooms, Standard and Current** fields display the standard and reported number of bedrooms for individual families. This field indicates whether a family is either over- or under-housed.

MTCS users can also refer to the Over- and Under-Housed Report for aggregate income and demographic data on households admitted to a PHA within the past 12 months.

### **4.2. PHA Uses for the Report**

- **Solve problems and analyze issues**

PHA users can generate this report at both the HA and project level to determine if the households listed in the report are indeed under- or over-housed. HUD occupancy standards vary by program so reported discrepancies would differ based on the type of program selected. Since HUD allows PHAs to follow their own standards, the information in this report might require further investigation by the PHA to verify the reasons behind the discrepancy.

### **4.3. HUD Uses for the Report**

- **Monitor PHA performance**

Field Office and TARC staff can use this report to monitor PHA compliance with fair housing requirements and occupancy standards. Prior to a site visit, Field Office or TARC staff may want to print a copy of a PHA's Unit Assignment Discrepancy Report to verify that the PHA follows either HUD or the PHA's own occupancy guidelines while on-site.